



Request for Proposal (RFP) for SHB 2060 Affordable Housing Program

RFP Information and Guidelines

RFP No. 12-001-HSG-2060

SHB 2060 Affordable Housing Program

Issue Date: March 26, 2012

Closing Date: May 4, 2012

Contact

Bryan Schmid, Housing Loan Officer

Pierce County Community Connections Housing Programs

3602 Pacific Avenue

Tacoma, WA 98418

Phone: (253) 798-6909

Email: bschmid@co.pierce.wa.us

Applicant Information – Must Be Completed and Submitted by All Applicants

Organization Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Return the Proposal and Appropriate Application for funding by 4:00 p.m., May 4, 2012 to:

Pierce County Community Connections Housing Programs

Attn: Bryan Schmid, Housing Loan Officer

3602 Pacific Avenue

Tacoma, WA 98418

Phone: (253) 798-6909

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REQUESTS FOR REASONABLE ACCOMMODATION

Pierce County Community Connections (hereafter referred to as the "County") will provide reasonable accommodation to allow for equal participation in the Request for Proposal (RFP) application process. To request a reasonable accommodation, please e-mail bschmid@co.pierce.wa.us or call (253) 798-6909 (Voice) or 711 (Telecommunications Relay Service –TRS). This document will be provided in alternate formats, upon request.

ACCESS TO REFERENCED DOCUMENTS

This document contains active hyperlinks. Prospective applicants who are unable to access the Internet may request copies of the documents referenced in this Request for Proposal by calling (253) 798-6909 or 711 (Telecommunications Relay Service), or by sending an e-mail to bschmid@co.pierce.wa.us. All documents will be available on Pierce County Community Connections Housing Programs website at:

www.co.pierce.wa.us/pc/abtus/ourorg/comsvcs/housing/shb_2060.htm

NOTICE OF SOLICITATION

Failure of the County to notify any interested party or parties directly regarding the availability of this RFP shall not void or otherwise invalidate the RFP process.

AVAILABILITY OF FUNDS

Pierce County, has made available through Inter-local Agreements with the cities and towns in Pierce County the following funds to be utilized by Certified Non Profits, Agencies/Providers of Affordable Housing, Cities, Towns, the County, and for-profit developers in accordance with SHB 2060 Affordable Housing Program:

<u>PROGRAM</u>	<u>Available/Anticipated Funding</u>
SHB 2060 Affordable Housing Program	\$341,449

DESCRIPTION OF SOLICITED SERVICES

In 2002 the Washington State Legislature passed SHB 2060 that requires County Auditors to charge a ten-dollar (\$10) recording fee on all recorded documents with the exception of those previously excluded from any fees. The purpose of the program is to provide funding for housing activities that support affordable housing to very low-income persons with incomes at or below fifty (50%) percent of the area median income (AMI). In 2007 the Washington State Legislature passed ESHB 1359 which mandated that a priority be given to eligible housing activities that serve extremely low-income households with income at or below thirty percent (30%) of the area median income (AMI). The 2060 fund enables housing to be affordable to a

broader range of very low-income households than would be possible without such subsidy.

It is be Pierce County's policy to fund programs that assist low income and homeless veterans residing in Pierce County to the fullest extent possible. Furthermore, where such funding opportunities exist, priority is placed on funding for very low income and homeless veterans. In all cases the priority is given in a manner consistent with the guiding principles of the SHB 2060 affordable housing program as adopted by the Pierce County Council, the Interlocal agreements with the cities and towns, SHB 2060 & SHB 1359 as passed by the Washington State Legislature, and established 2060 Steering Committee policies.

Pierce County Community Connections Housing Program is soliciting proposals from Certified Non Profits, Agencies/Providers of Affordable Housing, Cities, Towns, and for-profit developers to develop permanent or transitional affordable housing, provide operating and maintenance support for existing affordable housing, or provide rental vouchers for very low income tenants in Pierce County including the City of Tacoma, and City of Lakewood boundaries in accordance with the requirements of the SHB 2060 Affordable Housing Program.

Eligible 2060 projects include:

1. Capital Projects: Acquisition, rehabilitation, and/or new construction of housing projects or units within housing projects that are affordable to very low income persons with incomes at or below fifty percent (50%) of the area median income.
2. Operation & Maintenance Projects: Supporting building operation and maintenance costs of housing projects or units within housing projects eligible to receive housing trust funds, that are affordable to very low-income persons with incomes at or below fifty percent (50%) of the area median income, and that require a supplement to rent income to cover ongoing operating expenses.
3. Rental Voucher Projects: Rental Assistance vouchers for housing projects or units within housing projects that are affordable to very low income persons with income at or below fifty percent (50%) of area median income, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program consistent with the United States Department of Housing and Urban Development's (HUD) Section 8 rental assistance voucher program standards.

A PROJECT is defined as one or more buildings on a single site or multiple sites that are under common ownership, management, and financing that is done as a single undertaking.

2012 Area Median Income Guidelines for Pierce County

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30%	\$15,050	\$17,200	\$19,350	\$21,500	\$23,250	\$24,950	\$26,700	\$28,400
50%	\$25,100	\$28,700	\$32,300	\$35,850	\$38,750	\$41,600	\$44,500	\$47,350

CAPITAL PROJECTS

At the discretion of the Pierce County Steering Committee, Pierce County may fund the following capital projects:

- Permanent and transitional rental housing projects that will provide housing for very low

income households (50% of area median income and below), and rental housing projects for very low income persons with special needs (including disabilities and homelessness).

- Homeownership projects for very low income households (50% of area median income and below).

Eligible uses of funding for capital improvement projects include:

- Acquisition of existing residential property. Manufactured housing is not eligible.
- Acquisition of vacant land. Application must demonstrate ability to begin construction within two years, and project completion within five years.
- Construction costs. (New construction, rehabilitation, demolition, on-site infrastructure improvements, permits, project management.)
- Development soft costs including but not limited to engineering, architectural, insurance, developer fees, construction interest, and other related soft costs.

Ineligible uses of funding for capital improvement projects include:

- Off site infrastructure costs, not related to utility hookups.
- Land Banking. Purchase of vacant land without an immediate plan for development.
- Operating capital.
- Capitalization of Operating or Replacement Reserves.
- Equipment Purchases.
- Refinancing (Payoff of bridge financing okay if costs are eligible).
- Relocation payments.
- Pre-development activities or feasibility studies.
- Other costs as deemed ineligible by Pierce County staff.

Terms and Conditions of Funding

Funds reservation will be evidenced by a written loan approval letter from Pierce County Community Connections. Funds cannot be expended until all loan documents are signed and executed and all conditions of the funding award are met. All funding for capital projects will be provided in the form of a 0% interest forgivable loan. If the recipient of the funding uses the property for the agreed upon purpose for a period of thirty years the loan will be forgiven at the end of the thirtieth year. Recipients of 2060 capital funding will be required to execute a Loan Agreement, Promissory Note, Deed of Trust, and Restrictive Covenant on the property that would restrict the use of the property for thirty years. *Those funding obligations can be transferred to homebuyers in homeownership projects.* In the event the property is sold or not used for affordable housing as defined in the laws and in the loan agreement the full amount invested shall be repaid to the 2060 fund. The 2060 capital fund will be permanent financing only. The 2060 fund is not intended to provide temporary bridge or construction financing. No per unit subsidy limit will be established however, based on limited funding applicants are encouraged to leverage other funding sources.

Unit Allocation

The minimum number of 2060 units will be determined by the percentage of 2060 funding in the project. However if the applicant indicates that more than the minimum 2060 units will be allocated in the project they will be required to keep the number of 2060 units that were

indicated in the funding application.

Timing Requirements

For acquisition projects the applicant shall have one year from the date of funding award to secure site control.

For all capital projects the applicant shall have two years from the date of funding award to meet all funding conditions, execute all loan documents with Pierce County Community Connections and expend the 2060 funds awarded to the project.

Upon project completion properties must meet certain property standards as specified below:

- State and Local Codes: State and local codes and ordinances apply to the any funded project regardless of the project type. Projects involving construction and/or rehabilitation must address applicable local building code. Projects involving rehabilitation must also meet local written rehabilitation standards.
- Model Codes: New construction projects must meet local building codes, model energy codes, Section 504 accessibility requirements 24 CFR 92.251(a)(3), and neighborhood standards requirements 24 CFR 92.202(b). For rehabilitation projects the property must meet local building codes, handicapped accessibility requirements and local written rehabilitation standards.
- Section 8 Housing Quality Standards (HQS): For acquisition only projects with no rehabilitation, the property must meet HUD's Section 8 HQS standards.

OPERATING AND MAINTENANCE (O&M) PROJECTS

At the discretion of the Pierce County Steering Committee, Pierce County may fund O&M projects for very low income households (50% and below of area median income), and projects for very low income persons with special needs, including projects serving those with disabilities and the homeless. Projects receiving Operating and Maintenance funds must be Washington State Housing Trust Fund (HTF) eligible projects meaning the housing must be permanent or transitional rental housing, and the tenants must be below 50% of area median income. Projects receiving Section 8, or that have units occupied by tenants with Section 8, are not eligible to receive funding under the O&M fund.

The intent of the O&M funding is to provide support for unsubsidized affordable housing projects that are charging below market rents and are unable to generate sufficient revenue to cover the operating expenses of the building. The intent of the funding is not to subsidize agency operating revenue deficits, service funding deficits, or other funding gaps unrelated to the operation of the building.

Eligible uses of funding for O&M projects include:

- On-site salaries and benefits including all personnel costs directly associated with operating the building.
- Off-site management including overhead and personnel costs that are necessary to operate the building but are not located at the site.

- The cost of a financial audit in relation to the total Pierce County investment in the project.
- Administrative expenses such as, but not limited to, accounting, legal, advertising and marketing, insurance, collection loss, and real estate taxes.
- On-going maintenance expenses such as materials, janitorial supplies, maintenance contracts, security and other maintenance expenses.
- Contractor paid utilities specific to the project but not specifically metered to an individual unit and are not the responsibility of the tenant.

Ineligible uses of funding for O&M projects include:

- Depreciation.
- Costs associated with the organization rather than the assisted facility.
- Staff training, entertainment, conferences, or retreats.
- Public relations or fund raising.
- The preparation of application submissions.
- Services such as case management, counseling, etc.
- The salary of the organization's director (except to the extent involved with carrying out eligible administrative functions.)
- Other costs as determined to be unrelated to the building operation.

The O&M Fund will not subsidize public or private lender debt service (including interest). O&M subsidies may be provided to a portion of units in a larger mixed income project which does have debt service, provided that all debt service costs are allocated to units serving households above 50% AMI or to units receiving Section 8 or other rental subsidies.

Terms of Funding

Pierce County will consider commitments for a two to five year period for O&M projects.

RENTAL VOUCHERS

The Rental Vouchers must be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program consistent with HUD's Section 8 rental assistance voucher program standards. The vouchers may be project based or tenant based.

Eligible Activities:

- Providing Rental Assistance Vouchers to very low income tenants at or below 50% of median consistent with HUD's Section 8 rental assistance voucher program standards.

ELIGIBLE APPLICANTS

Certified Non Profits, Agencies/Providers of Affordable Housing, Cities, Towns, the County, and for-profit developers in accordance with SHB 2060 Affordable Housing Program.

ANTICIPATED TIMELINES

The following anticipated timeline is subject to change, at the discretion of the County:

March 26, 2012:	Notification of Request for Proposal is published in the Puyallup Herald, the County's newspaper of record.
March 26, 2012:	Request for Proposal issued to known interested applicants, and posted on the Pierce County Community Connections Housing Programs website .
April 13, 2012:	Questions from prospective applicants are due; please see page 9 for additional information.
April 27, 2012:	The County's written response to each question submitted will be sent to all known prospective applicants for whom the County has a valid e-mail and/or postal address. The responses will also be posted on the Pierce County Community Connections Housing Program website .
May 4, 2012:	Proposal submission deadline; proposals are due to the County no later than 4:00 p.m.
June 20, 2012:	2060 Steering Committee Meeting, proposal presentations, and final decisions on funding.
October 1, 2012:	Deadline for contracts for O&M or Rental Voucher projects to be executed.
June 20, 2013:	Deadline for Site Control (CAPITAL ACQUISITION PROJECTS ONLY)
June 20, 2014:	Deadline for all funding conditions to be met, additional financing to be secured (if applicable), execution on loan document and other legal documents, and expenditure of 2060 funds. (CAPITAL REHABILITATION AND NEW CONSTRUCTION)

PROPOSAL EVALUATION PROCEDURE AND CRITERIA

Applications will be evaluated on a competitive basis and will be scored according to, but not limited to, the demonstration of need, the conceptual soundness of the project, the financial feasibility, the degree to which the 2060 Program objectives can be met, and demonstrated ability and capacity to implement and administer the project. In order to be considered for funding, the following conditions must be met:

- The project must serve eligible households;
- The project must be 2060 eligible;
- The project costs must be 2060 eligible; and
- The project must meet minimum period of affordability of thirty years.

Review Committee: A Review Committee consisting of representatives from Pierce County, the

City of Tacoma, and the City of Lakewood will review all eligible applications and make recommendations on funding to the Steering Committee.

Steering Committee: A Steering Committee consisting of representatives from Pierce County, the City of Tacoma, the City of Lakewood, and representatives of four at large cities and towns will make the final decisions on all funding applications. Applicants will have the ability to present their project(s) to the Steering Committee on the day of the Steering Committee meeting.

REQUIRED MONITORING

CAPITAL PROJECTS

Predevelopment: In the event that the applicant's proposal is awarded funding as a result of this RFP, Pierce County Community Connections Housing Program staff will meet with the successful applicant to review all of the monitoring requirements, and terms and conditions which are associated with the receipt of 2060 funds.

Development: During the development phase of the project, staff will meet regularly with the applicant to ensure all program requirements are being met. Onsite inspections will be conducted during construction prior to any release of funds.

Close Out: Prior to project close out, staff will meet with the applicant to ensure all compliance documentation and beneficiary data has been received. A cost certification and completion checklist will be required to be completed prior to final close out.

Ongoing Monitoring Activities:

1. Rental Housing Projects

The 2060 program requires that tenant income be verified with source documentation on initial occupancy and on an annual basis for the relevant period of affordability. Income will be determined and certified by the owner in accordance with Part 5 of the HUD regulations. Reports on tenant income and rents in all 2060 assisted units will be due to county staff annually to ensure that the project meets the 2060 requirements.

Over-Income Tenants – If a tenant in a 2060 unit exceeds 50% of area median income, an effort will be made to switch the 2060 unit to another comparable Non-2060 unit in the project where the tenant is below 50% of area median income. If no comparable unit is available then that over-income tenant in the 2060 unit must pay the lesser of 30% of their gross income or the actual market rent. *Tenants in 2060 funded units cannot be evicted because of income, only their rents can be adjusted.*

Rents – The rents for the project must be stipulated in the project application and any rent increases must be pre-approved by Pierce County.

On-site Inspections – On-site inspections are required every one (1) to three (3) years depending on the total number of units in the project (see below).

On-Site Inspection Requirements

1 – 4 Units	5 – 25 Units	26 + Units
Every 3 Years	Every 2 Years	Every Year

The on-site inspections will include inspections of actual 2060 units (HQS Inspections) and a review of the following:

- A. Individual tenant files and leases;
- B. Affirmative marketing and fair housing policies and procedures; and
- C. Project financial statements.

Records Retention – All records must be retained for five (5) years after project completion. Tenant income, and rent information must be retained for the most recent five years until five years after the end of the affordability period.

2. Homebuyer Projects

The program requires buyer's income to be verified and certified a minimum of six months prior to close of sale. A buyer's income does not need to be verified or reported after sale. The period of affordability will be enforced by lien and covenant on the property that requires full repayment of the 2060 investment if the home is sold or no longer used as the buyer's primary residence. The applicant must have a system in place to ensure affordability period is met.

OPERATING AND MAINTENANCE & RENTAL VOUCHER:

Upon award of funding Pierce County Housing Program staff will meet with the applicant to review all of the 2060 program and monitoring requirements. Applicants will be required to report on the status of the project on a quarterly basis.

During the contract period staff will meet regularly with the applicant to ensure all program requirements are being met. The owner will be required to provide reports on the tenant income. Request for reimbursement of operating costs will need to be provided in a manner consistent with Pierce County Department of Community Connections policy prior to any release of funds.

Prior to project close out, staff will meet with the applicant to ensure all compliance documentation and beneficiary data has been received.

CONTACT

Bryan Schmid, Housing Loan Officer
Pierce County Community Connections Housing Programs
3602 Pacific Avenue
Tacoma, Washington 98418
(253) 798-6909 • (253) 798-2806 FAX
bschmid@co.pierce.wa.us

QUESTIONS FROM APPLICANTS AND RESPONSE BY THE COUNTY

Inquiries regarding the content of this RFP must be submitted to the County in writing, no later

than 4:00 p.m. on April 13, 2012. Questions received after this date and time will not be answered. Questions may be submitted electronically, or via U.S. mail to the contact person identified above. Pierce County will time- and date-stamp all questions received via U.S. mail.

No later than April 27, 2012, the County will provide a written response to each question received, and, as applicable, will issue any resulting amendments to this RFP. A response will be provided directly to the applicant, and, simultaneously, to any other interested party who has obtained a copy of the RFP, provided that the County has a valid e-mail or postal address on record. Responses will also be posted on the [Pierce County Community Connections Housing Programs website](http://www.piercecountywa.gov/pc/abtus/ourorg/comsvcs/housing/shb_2060.htm).

SUBMITTAL DUE DATE AND INSTRUCTIONS FOR SUBMITTAL

The application instructions and the funding applications can be downloaded from the Pierce County Housing Programs web page located at:

www.piercecountywa.gov/pc/abtus/ourorg/comsvcs/housing/shb_2060.htm

Please note that there are **separate applications for each of the three eligible activities**. Please use the appropriate application for the activity you are applying for. The application instructions are posted on the website. If you have any questions about this RFP, the funding applications, or the SHB 2060 program, please contact either Bryan Schmid at (253) 798-6909 or Gary Aden at (253) 798-6912.

Applicants are strongly encouraged to carefully review the anticipated timelines associated with this solicitation, as identified on page 6. All applicants must complete and submit the required Applicant Information as identified on the RFP Cover Sheet.

Capital Projects:

To be eligible for consideration, the Pierce County Housing Program Common Funding Application for Affordable Housing Projects must be received by Pierce County Community Connections, Housing Programs, 3602 Pacific Avenue, Tacoma, Washington 98418 no later than 4:00 p.m. on Friday, May 4 2012.

Applicants must submit their proposal in hard copy, and provide one (1) complete original Community Connections Housing Program's Common Funding Application for Affordable Housing Projects signed by the authorized representative and three (3) copies per project, inclusive of the Acknowledgement of Required Assurances. **There is one application for rental housing projects and one application for homeownership projects.**

Operating & Maintenance:

To be eligible for consideration, the Pierce County Housing Program O&M Application must be received by Pierce County Community Connections, Housing Programs, 3602 Pacific Avenue, Tacoma, Washington 98418 no later than 4:00 p.m. on Friday, May 4, 2012.

Applicants must submit their proposal in hard copy, and provide one (1) complete original Community Connections Housing Program's O&M Application signed by the authorized representative and three (3) copies per project, inclusive of the Acknowledgement of Required Assurances.

Rental Voucher:

To be eligible for consideration, the Pierce County Housing Program Rental Voucher Application must be received by Pierce County Community Connections, Housing Programs, 3602 Pacific Avenue, Tacoma, Washington 98418 no later than 4:00 p.m. on Friday, May 4 2012.

Applicants must submit their proposal in hard copy, and provide one (1) complete original Community Connections Housing Program's Rental Voucher Application signed by the authorized representative and three (3) copies per project, inclusive of the Acknowledgement of Required Assurances.

Important notes regarding the Applications for funding:

- Answer each question and sub-question individually. Every question must be answered completely. If a question does not apply to the project, explain why.
- Do not alter or omit the questions and/or instructions that are in the application so that reviewers are aware of the question that you are responding to and to facilitate easy review of the proposal.
- Excel spreadsheets are provided in a separate file and can be downloaded from the [Pierce County Community Connections Housing Program website](#). Use only the Excel spreadsheet provided and do not submit other spreadsheets. Please contact Bryan Schmid at (253) 798-6909 if you have problems accessing the spreadsheet.

Proposals which do not contain an original and the prescribed number of copies will be deemed unresponsive and will not receive further consideration. Covers are not necessary and three-ring binders must not be used. When mailed, applicants are strongly encouraged to send information to the County using certified mail, return receipt requested. All proposals must be received by the deadline. Proposals postmarked prior to the deadline but not received by the County will be considered unresponsive and are ineligible for consideration.

OWNERSHIP OF MATERIAL

Proposals and other materials submitted in response to this request become the property of the County, are documents of public record, and will not be returned. By submitting a proposal, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in their proposals.

PROPOSAL COSTS AND PAYMENT OF CONTINGENT FEES

The County is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation, including travel costs to attend meetings of the Steering Committees, mandatory training, and/or contract negotiation sessions, are the responsibility of the applicant.

In the event that the applicant's proposal was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting award.

ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a response to this RFP, the applicant acknowledges and accepts all terms and conditions of this request and all County and State regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the applicant's proposal will become part of the contract agreement. The applicant is bound by the terms of the proposal, unless the County agrees that specific parts of the proposal are not part of the agreement. The County reserves the right to introduce different or additional terms and/or conditions during final contract negotiations.

RIGHT TO REJECT OR NEGOTIATE

The County reserves the right to reject any or all proposals, if such a rejection is in the County's best interest. This request for proposals is a solicitation for offers and shall not be construed as an offer, a guarantee or a promise that the solicited services will be purchased by the County. The County may withdraw this request for proposal at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, the County reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the County reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions of the RFP.

UNACCEPTABLE PROPOSALS

Pierce County Community Connections staff and the Department Director will determine which proposals are not responsive to the requirements of this solicitation. Unacceptable proposals are those which are subject to at least one of the following shortcomings:

1. Does not address the essential requirements of the RFP.
2. Clearly demonstrates that the applicant does not understand the requirements of the RFP.
3. Clearly deficient in approach.
4. Does not meet the deadline for submittal.
5. Does not contain the original and prescribed number of copies.
6. Does not include the required original signed assurance document.
7. Does not include all the information and documents required as part of the application and/or exceeds stated page limits.

CONTRACT AWARD AND NOTIFICATION TO SELECTED APPLICANTS

Decisions regarding project proposals solicited by this request will be made on or around June 20, 2012.

RIGHT TO APPEAL

Applicants whose proposals are not selected have the right to appeal the decision of the County, limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the County shall be final.

An aggrieved applicant may, within two (2) business days after the selection of prospective eligible projects, appeal in writing to the Director of Pierce County Community Connections. The appeal must state all facts and arguments upon which the appeal is based. The Director will review the content of the County's solicitation document, the applicant's proposal, and the facts which form the basis for the appeal. The Department Director will render a written decision within thirty (30) business days of the receipt of the appeal. After the Department Director has rendered a decision on the appeal applicants have the right to appeal to the Pierce County Executive.

CANCELLATION OF PROPOSAL

The County reserves the right, with or without cause, to cancel any contract resulting from this RFP with a thirty (30) calendar day written notice sent by certified mail, return receipt requested, to the applicant's address of record, as indicated the applicant's proposal to this RFP (or last known address on file).

NOTIFICATION OF REQUIRED ASSURANCES

Capital Projects Only:

Pierce County will not require supplemental documentation not specifically requested in the funding application at the time of application submission, or at the time of funding awards/reservations. However, the following documentation will be required prior to final commitment of funds:

- A. Evidence of site control (purchase and sale agreement, or deed of ownership);
- B. Zoning certificate (if new construction/rehabilitation);
- C. Complete third party construction estimates (if new construction/rehabilitation);
- D. Phase I Environmental & Biological Assessment (if needed to complete environmental review);
- E. Rent rolls (for acquisition of tenant occupied housing);
- F. Market study or comparable rent analysis (if rental housing project that is not special needs);
- G. Affirmative marketing plan – Plan to comply with County policy (n/a for special needs housing);
- H. Copies of previous years A-133 audits and corporation financial statements;
- I. Copies of developer agreements or partnership agreements (if applicable);
- J. Additional documentation may be required as needed;
- K. Copy of Board resolution authorizing the submittal of an application. Please include in the resolution the individual authorized to sign on behalf of the organization, and
- L. Verification of a new employee's eligibility to work legally in the United States; the County requires that all businesses which contract with the County in excess of \$25,000 and of duration longer than 120 days, and are not specifically exempted by [PCC 2.106.022](#), be enrolled in the Federal [E-verify](#) Program. The requirement extends to every subcontractor meeting the same criteria.

The following documentation will be required prior to release of funds, and recording of loan documents:

- A. Title report;
- B. Property appraisal; and
- C. Evidence of other funding commitments, including partnership agreements (if the project is a tax credit project), or developer/sponsor agreements. (Additional documentation may be required as needed.)

Operating and Maintenance projects only:

Pierce County will not require supplemental documentation not specifically requested in the funding application at the time of application submission, or at the time of funding awards/reservations. However, the following documentation will be required prior to final commitment of funds:

- A. Market study to determine market rent on units requesting an O&M Subsidy.
- B. Operating Pro-Forma for the last two years. Actual budgets.
- C. Copy of Board resolution authorizing the submittal of an application. Please include in the resolution the individual authorized to sign on behalf of the organization, and
- D. Verification of a new employee's eligibility to work legally in the United States; the County requires that all businesses which contract with the County in excess of \$25,000 and of duration longer than 120 days, and are not specifically exempted by [PCC 2.106.022](#), be enrolled in the Federal [E-verify](#) Program. The requirement extends to every subcontractor meeting the same criteria.

Rental Voucher projects only:

Pierce County will not require supplemental documentation not specifically requested in the funding application at the time of application submission, or at the time of funding awards/reservations. However, the following documentation will be required prior to final commitment of funds:

- A. A proposed agreement with the agency administering the rental vouchers will be required prior to final commitment of funds.
- B. Copy of Board resolution authorizing the submittal of an application. Please include in the resolution the individual authorized to sign on behalf of the organization, and
- C. Verification of a new employee's eligibility to work legally in the United States; the County requires that all businesses which contract with the County in excess of \$25,000 and of duration longer than 120 days, and are not specifically exempted by [PCC 2.106.022](#), be enrolled in the Federal [E-verify](#) Program. The requirement extends to every subcontractor meeting the same criteria.

ACKNOWLEDGEMENT OF REQUIRED ASSURANCES

This page must be signed and submitted with the applicant's common application.

Proposals which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration.

By submitting the accompanying proposal, and by my signature on this document, I understand and agree that any funding award resulting from this solicitation, may require compliance with the signed loan agreement and with the regulations, requirements, and policies identified below, including but not limited to:

- State and local codes and ordinances, including the [Washington State Uniform Building Code](#); projects requiring the rehabilitation of an existing structure must also meet local rehabilitation standards which are available at http://www.co.pierce.wa.us/PC/abtus/ourorg/comsvcs/housing/html/cs_home5.htm
- Compliance with the requirements of the [Americans with Disabilities Act Accessibility Guidelines](#);
- Office of Housing and Urban Development (HUD) [Section 8 Housing Quality Standards](#);
- Completion of an environmental review, subject to the requirements of the [National Environmental Policy Act \(NEPA\)](#);
- [Uniform Relocation Act \(URA\)](#);
- [Copeland Act](#);
- [Davis Bacon Act](#);
- [Contract Work Hours and Safety Standards Act \(CWHSSA\)](#);
- [Equal Employment Opportunity Act](#);
- [HUD Section 3 Requirements](#);
- [Minority and Women's Business Enterprise \(MBE/WBE\)](#);
- [Lead Based Paint](#);
- [24 CFR 85.36](#), including conflicts of interest and debarment of contractors;
- [Title VI of the Civil Rights Act of 1964](#), as amended;
- [The Fair Housing Act](#);
- [Equal Opportunity in Housing Act](#);
- [Age Discrimination Act](#);
- [Americans with Disabilities Act](#);
- [Section 504 of the Rehabilitation Act](#);
- [Compliance with Office of Management and Budget \(OMB\) Circular A-133](#);
- Compliance with policies of Pierce County Community Connections;
- Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information.
- Purchase of comprehensive liability insurance and bonding, as required by the County;
- Completion of an annual financial audit, and/or as applicable, providing the County with a copy of the organization's audited financial statement;
- Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults;
- Maintaining program and financial records for audit review, and providing access to documentation upon request by the County;
- Submission of program and financial reports, as required by the County;
- Certification that the firm, association or corporation or any person in a controlling capacity or any position involving the administration of federal, state or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any

agency within the past three (3) years; does have a proposed debarment pending; has not been indicted, convicted or has not had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) year

- Verification of a new employee's eligibility to work legally in the United States; the County requires that all businesses which contract with the County in excess of \$25,000 and of duration longer than 120 days, and are not specifically exempted by [PCC 2.106.022](#), be enrolled in the Federal [E-verify](#) Program. The requirement extends to every subcontractor meeting the same criteria; and,
- Assurance that the selected applicants will not engage in the following prohibited leasing practices:
 - a. Requiring participation in the direct service components of the applicant's organization, as a condition of tenancy;
 - b. Requiring tenants to comply with requirements which are not part of the [Washington State Landlord Tenant Act](#);
 - c. Accepting referrals from a single source;
 - d. Requiring leases of less than one (1) year;
 - e. Requiring tenants to waive legal rights as a condition of tenancy;
 - f. In the event of a dispute, requiring tenants to pay legal fees, regardless of the outcome of the dispute;
 - g. Other prohibited practices identified in the written agreement and the 2060 Guidelines and Steering Committee policy.

Printed Name and Title

Signature

Date